

# Participative LiveMeeting

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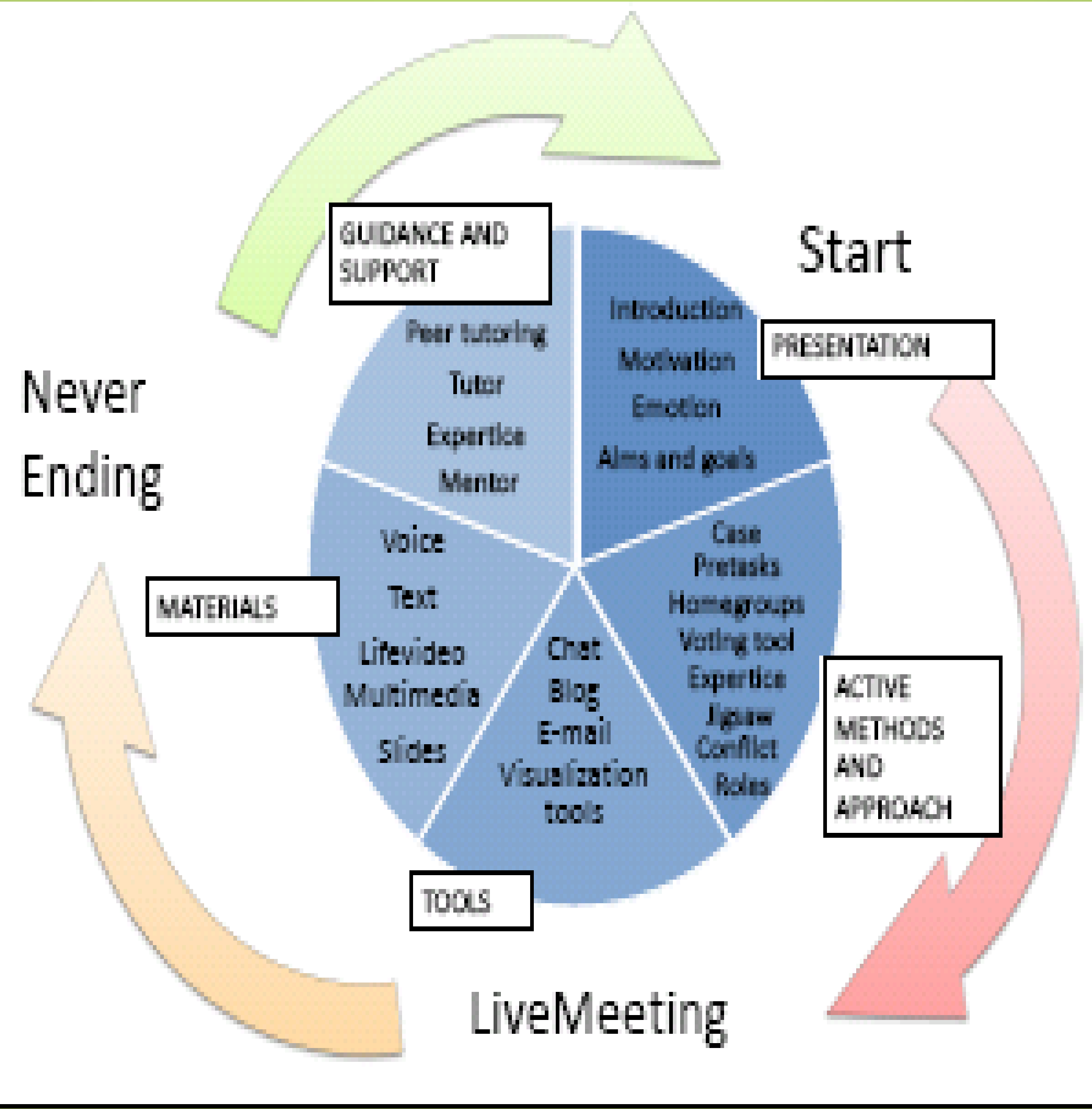
LIVEMEETING is an online webinar where you can make presentations, start projects, brainstorming and negotiate. The ground theories are cognitive learning, problem solving, social interaction and collaboration. Our aim in this study is how to make LiveMeeting conference inspiring, participative and collaborative.

To make successful LiveMeeting, one main task is to motivate participants to actively take part in the meeting. Active methods of working are i.e. pretask, voting tools, jigsaw, roleplay and conflicts.

Emotions are very important. Because emotions effects to motivation. All participants' ideas and expertices need to be taken into account during the meeting.

All participants are experts in their own field. This expertice have to be taken in use during solving the issue.

Playfulness is one main issues to create lively and interesting LiveMeeting. Playfulness and innovative start made easy and free atmosphere.



Roleplay gives new way of looking things. Participants have to concentrate more to the meeting when he have to behave in a role like starter or analyzer.

The trainer need to be in a role of communicator, guider, motivator, organizer and networker. The trainer motivate all participants to do their best during LiveMeeting.

It's important to have cases from working live. When the issue is based on real live situation, it's easier for participants to follow and take part to discussion. The emotions get involved so participants interest in issue is deeper.

**Keywords:**  
collaborative learning, networking, playfulness, expertices

**References:**  
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LiveMeeting is never ending process. Tutor pick up at least on object from every slice of the pie to make successful LiveMeeting. It's important to remember motivate participants during LiveMeeting by personal questions or with playfulness. This model is based on real life case working.

## INTRODUCTION

- by different rhymes: this little big i.e.
- introduce yourself by adjective using first letter of your name
- show 15 objects, after a while ask which one you took away
- show words, participants have to remember them by using different memorising techniques
- motivate participants by asking: "Your expectations of the meeting?", "Your target during this meeting?"
- emotions: "how you feel right now?", "how are you?"
- roleplay, participants take a different role like starter, analyzer i.e.

## ACTIVE METHODS AND APPROACH

- working by cases from real life
- orientative pretask to activate participants during meeting and to use their expertice the issue in hand
- homegroups; experts show their skills
- activating questions during meeting by using voting tool
- every participant have their own field of expertice let us put it into practice
- make together prehomework and expertice to make a jigsaw of the case in hand
- make a conflict to get a opinions and conversation
- roleplay like teacher-student, or taking different kind of role for meeting like analyzer, critic, commentator i.g.
- think tank or brainstorming to make new ideas during meeting, chat is very useful

## CLOSING

- motivative closing, every body may say something like in the beginning
- ensure all participants agree with all that have been solved, and be happy with it
- before ending there might be a chat so all may say what they think about meeting and the issue
- make sure all participants know where to find details from this meeting
- feedback from the meeting in the blog

Start

LiveMeeting

Ending

## TOOLS

- Chat
- if possible used as anonymous
  - if only few participants may use think tank or brainstorming:
  - mindmaps : Mind24 or Creatly
  - Chat ought to be such that all writing will stay in memory
- Blog:
- all participants can update notes from the meeting
  - debate after meeting will continue in blog
  - a blog is easy to create, put in questions and answer, feedback and valuation for meetings issue, effectiveness i.e.
  - pretask is find in the blog

## GUIDANCE AND SUPPORT

- Support by peers
- peer group help each other at issues in hand. Each others expertice will help to solve the issue
  - peers teach to the others process or new job
- Tutors role of guidance
- motivator, welcome all group members and courage all to participate
  - socialization, make an atmosphere which is open and acceptive
  - tutor make sure all participants focus on issue in hand and they all find out new points of view
  - tutors create common knowledge in mutual understanding
  - tutor promote critical thinking

## MATERIALS

- Voice: all may comment with their own voice
- Text: text is used in blogs, chat and wikis
- Picture: multimediashows, slices, i.e.
- Video: videos danger is passive participants. It is important to activate participants by asking questions, using voting tool i.e.
- real life cases may be introduced by videos
- Multimedia: Process simulations, active cartoons